



Clark County Parks & Recreation

# Helen Meyer Community Center

4525 New Forrest Dr. Las Vegas, NV 89147

702-455-7723 clarkcountynv.gov/parks

Visit our website at  
[Clarkcountynv.gov/parks](http://Clarkcountynv.gov/parks)  
for information on our Day Camps,  
Events and other classes!



ClarkCountyNV.Gov/parks  
ccparks@ClarkCountyNV.gov



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## 101 Ways to Praise Your Child

Dear Parents,

Welcome to our Pre-School Program at Helen Meyer Community Center. We are excited to begin this journey to learn, play, and grow together with you and your child. Our preschool teachers are highly qualified and are dedicated to teaching and loving your children while they are in our care.

We appreciate your support and dedication to our program and your child's future. We are grateful for the opportunity to be part of your lives and believe that learning through structure, play, and socialization will be a fun and extremely rewarding experience. We wish your children every success in their educational journey.

Please read this Parent Handbook completely to ensure you are prepared and understand our philosophy and our guidelines.

As we are facing unprecedented times, we want to assure you that our staff and administration consider the safety of your child of the utmost importance. We will diligently communicate, remind and reinforce our social distancing practices with our participants to ensure the safety of both the children and our staff.

We are excited to have your child participate in Clark County Parks and Recreation Preschool program at Helen Meyer Community Center. Thank you for your cooperation and time in assuring that your child will be successful in our program. Please call us with any questions or concerns you may have.

Sincerely,

Helen Meyer Staff

Wow \* Way To Go \* You're Special \* Outstanding \* Excellent \* Great \* Good \* Neat \* Well Done \* Remarkable \* I Knew You Could Do It \* I'm Proud Of You \* Fantastic \* Super Star \* Nice Work \* Looking Good \* You're On Top Of It \* Beautiful \* Now You're Flying \* You're Catching On \* Now You've Got It \* You're Incredible \* Bravo \* You're Fantastic \* Hurray For You \* You're On Target \* You're On Your Way \* How Nice \* How Smart \* Good Job \* That's Incredible \* Hot Dog \* Dynamite \* You're Beautiful \* You're Unique \* Nothing Can Stop You Now \* Good For You \* I Like You \* You're A Winner \* Remarkable Job \* Beautiful Work \* You're Spectacular \* You're A Darling \* You're Precious \* Great Discovery \* You've Discovered The Secret \* You've Figured It Out \* Fantastic Job \* Hip, Hip, Hurray \* Bingo \* Magnificent \* Marvelous \* Terrific \* You're Important \* Phenomenal \* You're Sensational \* Super Work \* Creative Job \* Super Job \* Fantastic Job \* Exceptional Performance \* You're A Real Trooper \* You Are Responsible \* You Are Exciting \* You Learned It Right \* What An Imagination \* What A Good Listener \* You Are Fun \* You're Growing Up \* You Tried Hard \* You Care \* Beautiful Sharing \* Outstanding Performance \* You're A Good Friend \* I Trust You \* You're Important \* You Mean A Lot To Me \* You Make Me Happy \* You Belong \* You've Got A Friend \* You Make Me Laugh \* You Brighten My Day \* I Respect You \* You Mean The World To Me \* That's Correct \* You're A Joy \* You're A Treasure \* You're Wonderful \* You're Perfect \* Awesome \* A+ Job \* You're The Best \* A Big Hug \* A Big Kiss \* "I Love You" \* Smile \* A Pat on the Back\*



## **CHILD CUSTODY / PARENTAL RIGHTS & GUARDIANSHIP**

Clark County Parks & Recreation realizes that often youth come from situations where parents may be separated, divorced, or currently seeking divorce. Please keep in mind that OUR #1 CONCERN IS THE SAFETY OF YOUR CHILD.

We do not have the ability to resolve custody issues or to act as mediators; this is the responsibility of the custodial parties. Only one registration form will be accepted for each child and all payments will be under the child's name in one account, regardless of who made the payment.

In a joint custody situation, the parent who registers the child is responsible for listing the co-parent and all required contact information on the registration form. In addition, all of the individuals including step parents, significant others, neighbors, friends, and siblings from both co-parents must also be included on the authorized pick up list.

Please note that all parties listed on the registration form may pick up the child at anytime. Any and all arrangements regarding payments or pick up of the child must be worked out in advance away from our facility.

If custodial issues are in dispute, causing any uncertainty or disruption to our staff, we ask that you refrain from registering your child until such issues are resolved. If such issues arise once your child has been registered in the program, they must be resolved immediately or your child will not be permitted to participate in the program.

Information will be kept confidential.

## **CHILD ABUSE & NEGLECT**

Clark County staff members are legally required to report signs of child abuse and/or neglect.



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## **ADMISSION REQUIREMENTS**

Children must be four (4) years old by September 30 to enroll in the 4-5 year old class, or three (3) years old by September 30 to enroll in the 3-4 year old class. This standard has been established by the Clark County School District. Children must be toilet trained (no pull-ups) and must perform own personal hygiene. NO EXCEPTIONS ALLOWED.

## **REGISTRATION**

Our preschool operates on three ten week sessions of classes beginning in September and ending in May. Registration usually begins in early August for the fall session. Due to the popularity of this class, it is recommended that participants take advantage of the on-line registration period. After the initial registration, those participants already enrolled will be given an opportunity to re-enroll for the next session before the space is opened to the public. Spaces remaining after the priority enrollment will be open to new participants.

Full payment for the class is required at the time of registration; phone payments will not be accepted. All required forms must be completed and submitted by the first day of class. Please read the requirements below to ensure that all documents are received in a timely matter. Changes to Clark County's participant information sheet must be made in person (with a photo ID) and can only be completed by the parent/guardian who signed the form. Verbal authorizations for child pick up will not be accepted.

## **PAPERWORK REQUIREMENTS**

- A registration packet MUST be completed PRIOR to attendance:
  - Registration Form
  - Copy of Original Birth Certificate
  - Health Evaluation
  - Shot Records

## **REFUND POLICY**

Class registration cancelled by an individual prior to the close of business on the first day of the class will be granted a full refund. No refunds will be issued after the first day of class.

## **HOURS & HOLIDAYS**

Our Early Childhood Enrichment Program begins promptly at the designated time. Children should not arrive earlier than 5 minutes before the start of the class. The program is closed on all major holidays.

## **BENEFITS OF PRESCHOOL**

How do you and your children benefit from our Early Childhood Enrichment Program?

- Children develop self-esteem and learn valuable life skills while they're young
- Meeting and making friends teaches socialization skills and creates memories that last a lifetime
- Playing together instills teamwork and increases communication skills
- Children's play is essential to the human development Process

## **WHAT TO BRING TO PRE-SCHOOL**

- Send a snack with your child that does not require heat or refrigeration.
- NO PEANUTS
- Water Bottle (Bring enough water for the entire class, our drinking fountains are unavailable at this time).

## **ADA**

The department welcomes the participation of individuals of all abilities in programs offered and fully complies with the Americans with Disabilities Act (ADA).

Contact the Program Supervisor two weeks prior to the program to make arrangements. TDD services for hearing impaired are available at 1-800-326-6863.

## **SUSPENSION/EXPULSION POLICY**

**One Day Suspension:** A one-day suspension will be imposed when a problem(s) cannot be corrected using the Positive/Progressive Discipline steps listed above, or when the severity of the behavior warrants immediate removal. If suspension is necessary, the parents/guardians will be contacted by the Site Supervisor to have the participant picked up immediately. The suspension will be effective for the following program day.

**Multiple Day Suspension:** A multiple-day suspension will be imposed when inappropriate behavior continues after a one-day suspension, or in the case of a more serious infraction. As stated above, the parent/guardian will be contacted and required to pick participant up immediately. Days of suspension will begin the following program day.

**Removal from the Program:** Following multiple-day suspensions or serious incidents, a participant may be removed from the program in addition to other youth programs offered throughout the department. Participants whose behavior endangers the safety of themselves or others will be immediately removed from the program.

NOTE: No refunds will be granted for suspension or removal from the program. NO EXCEPTIONS.

**Clark County staff reserves the right to suspend or trespass participants and/or parent /guardian when it is determined that their behavior endangers others or self at the site.**

## **TRESPASS PROCEDURES**

When the Site Supervisor and/or Clark County Parks and Recreation Administration have been unsuccessful in rectifying a situation, and after every effort has been exhausted, Metro Police may be contacted to trespass person(s) from the Safekey Program.

Nevada Revised Statute Chapter 199  
CRIMES AGAINST PUBLIC JUSTICE  
NRS 199.300

Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor, or similar person.

NRS Statute information is available online at <http://www.leg.state.nv.us/nrs/NRS-199.html>

### ***POSITIVE/PROGRESSIVE DISCIPLINE***

Staff will take the following positive and progressive steps to get a child back on track when addressing discipline matters:

1. The participant will be separated from the group and given an explanation of why the behavior is inappropriate. Staff will inform the participant what they need to do to correct the problem. They will explain the consequences if the problem persists.
2. If a problem persists, the participant will be asked to sit in a quiet time (QT). The standard time used is one (1) minute for each year of the participants age, not to exceed ten (10) min. (Parents/guardian will be notified)
3. If inappropriate behaviors persist, a Behavior Report will be completed by staff and discussed with parent. The parent/guardian will be required to sign the report after reading it.
4. After three Behavior Reports, the child may be permanently removed from our program.
5. **Extreme behaviors such as hitting, biting, kicking, and spitting will not follow these positive progressive steps and may result in immediate removal from the program.**



### **DAILY SIGN-IN & SIGN-OUT**

Any person picking up your child must be listed on the Registration Form, NO EXCEPTIONS! Phone authorizations will not be accepted. The person picking up your child must also present a photo I.D.

Please be prompt. It is very disturbing for a child to be left when the rest of the children are gone. Additionally, most teachers have other classes and need this time for preparation. Your understanding and cooperation is appreciated.

### **LATE FEE:**

Beginning one minute after the class end time, you will be assessed a late fee of \$5 for every ten minutes late. This fee must be paid prior to your child returning to the program.

### **STAFF INFORMATION/REQUIREMENTS**

- First Aid and CPR Certified
- Must pass a FBI fingerprint background check and pre-employment drug test.
- Obtain a Sheriff's Card
- Must complete courses in Symptoms of Illness and Blood Borne Pathogens.
- TB Shot
- Take 24 hours of instruction each year to maintain their instructor certification
- Nevada Registry Certified
- Trained in the following:
  - Recognizing & Reporting Child Abuse
  - Human Growth & Development
- Mandated Child Abuse/Neglect reporters

### **MEDICATION:**

- Staff CAN NOT administer any medication
- Any prescribed medications must be left at the Front Office
- Authorizations to hold medications must be filled out by the parent/guardian



## **BIRTHDAYS**

Birthdays are special. If you wish to send treats for your child's class, please make arrangements ahead of time with the teacher. All treats must be store bought and in original package.

\*Treats must be peanut-free\*



## **BRINGING TOYS & TREATS**

Children should not bring toys to school; WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Please do not send gum, candy, or money with your child!



## **CLOTHING**

Dress children in play clothes. They will be painting & playing outside and participating in many craft projects. Please put your child's name on jackets, sweaters, and backpacks.

***\*\*Closed toed shoes, suitable for outdoor play, must be worn. No sandals or flip-flops***



## **PARTICIPANT CODE OF CONDUCT**

In order to ensure everyone's safety and enjoyment, participants are expected to follow the rules at all times. Staff praises and encourages desired positive behavior with the hope that participants will be aware that positive behavior will receive more attention than negative behavior. If inappropriate behavior is displayed, guidelines are in place to assist staff with correcting that behavior.

### **Examples of Inappropriate Behavior** (but not limited to):

- Misuse of property
- Hitting, biting, kicking, spitting
- Inappropriate language/actions: The use of foul, abusive or unkind words, inappropriate gestures/actions toward participant, staff or others.
- Sexual harassment of participants or staff
- Racial or religious discriminatory remarks, actions, or harassment towards others
- Stealing, fighting
- Inappropriate clothing or lack of personal hygiene (offensive to others)
- Bringing non-registered family members to activities, or leaving them unattended in the lobby, hallways, multipurpose rooms, playgrounds, or other public areas
- Physical harm to self and/or others

## **PARENT CODE OF CONDUCT**

As adults we serve as role models for the children in our program. If you ever have a concern, please address that concern in an appropriate and calm manner. Clark County Parks & Recreation has set forth a policy of zero tolerance of workplace violence, physical force, harassment, intimidation or abuse of power or authority. This includes actions of employees, supervisors, customers, clients, vendors, or other persons. Should a situation occur within the program due to inappropriate actions by parents/patrons that causes excessive time spent by County employees, Clark County reserves the right to remove parents and/or participants from the program.

## **GENERAL PROGRAM GUIDELINES**

- Participants are expected to respect staff and others at all times.
- Children must practice fair play, honesty, and good sportsmanship.
- Inappropriate behavior, horseplay, fighting, and abusive language are not allowed (see Participant Code of Conduct).
- Eating is only allowed in designated areas.
- Chewing gum is not allowed.
- Spitting on property, equipment, others or self will not be allowed.
- Appropriate clothing and athletic-style shoes are required (**NO sandals or flip-flops allowed**).
- Hats and sun block are recommended for outdoor play.
- Personal toys, games, equipment, Kindles, cell phones, radios and musical equipment are not allowed during program hours.
- Restitution will be sought for any damage to supplies and equipment resulting from misuse or abuse.
- All facility rules are to be strictly followed.
- Our number one goal is for all participants to be safe and have fun!

## **PERSONAL ITEMS**

- Clark County is not responsible for lost, damaged or stolen items that are brought to our program against our advice.
- Cell phones may not be used at anytime during program.

## **COMMUNICATION**

Our staff welcomes comments and suggestions to maintain a high quality of programming for participants. Please address your concerns to the Site Supervisor in a calm and appropriate manner. Remember, as adults, we serve as role models for the youth participating in our programs. If any concerns arise, please notify the Helen Meyer Community Center.

## **SMOKING POLICY**

Clark County Parks and Recreation prohibits smoking in or around any of our facilities.

## **CHILDREN'S HEALTH**

Please help us to maintain a healthy environment for all children. If your child shows symptoms of illness, please keep him/her at home. Any staff member may refuse to admit your child if he or she is obviously ill. A sick child requires extra attention from the staff and exposes other children to illness.



## **EMERGENCIES**

Emergency Action Plans are available to review upon request. The emergency exit routes are posted in every classroom and in the various locations throughout the facility. Monthly evacuation drills are performed with each class. Staff is routinely updated regarding emergency procedures and evacuations.

If a participant requires medical attention, a parent/guardian will be notified. If parent of guardian can not be reached, staff will contact the alternate person (s) listed in the order provided on the registration form. If no contact can be made, the emergency authorization signed by the parent will be used. When necessary, staff will call 911.

Accident/Incident reports will be filed as necessary when conditions warrant. Department policy and procedures will be followed in regards to reporting and requests for information.



## **SKILLS**

Reading skills  
Letters & sounds  
Recognize rhyming sounds  
Listening & following directions



## **WRITING**

Writing own name  
Writing numbers  
Writing letters  
Writing sight words



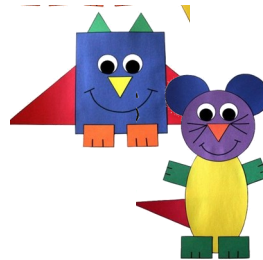
## **MATH**

Recognizing & writing numbers  
Solving problems  
Counting & recognizing quantities  
Counting 1 through 20  
Shapes  
Sequencing & patterns



## **SCIENCE & HEALTH**

Weather, environment & space  
Seasons & plants  
Animals  
Five (5) senses  
Health & safety  
Self-awareness & positive self-esteem



## **Cultural Activities**

Yoga  
Mindfulness



## **MUSIC**

Songs  
Dances  
Instruments



## **GAMES**

Group games  
Outside games  
Teambuilding activities

## **SOCIAL STUDIES**

Community helpers  
Children around the world  
Famous Americans  
Holidays



## **LANGUAGE**

Stories & poems  
Counting in different languages  
Listening activities  
Oral communication (Open Mic)

## **ARTS**

Cutting & pasting  
Painting  
Drawing & coloring



\*The activities listed in this section, are only part of the learning activities that take place inside the classroom.\*